



**CITY OF DACULA**  
**442 HARBINS RD.**  
**P.O. BOX 400**  
**DACULA, GA., 30019**  
**770-963-7451**

**VACANT STRUCTURE PERMIT**

ONLY A COMPLETED APPLICATION WITH THE PERMIT FEE **(\$200)** WILL BE PROCESSED. PLEASE PROVIDE APPLICABLE INFORMATION FOR EACH ITEM OR INDICATE NOT APPLICABLE (N/A).

Subject Property Address: \_\_\_\_\_

Tax Parcel: \_\_\_\_\_ Zoning: \_\_\_\_\_

Foreclosure: YES ☐  
NO ☐

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Phone Number: \_\_\_\_\_

Property Owner Email Address: \_\_\_\_\_

Local Agent Name (if different from owner): \_\_\_\_\_

Local Agent Address: \_\_\_\_\_

Local Agent Phone Number: \_\_\_\_\_

Local Agent Email Address: \_\_\_\_\_

Include contact information of all persons with any legal interest in the property, building or premises (i.e. mortgagees and successors):

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## VACANT STRUCTURE MAINTENANCE PLAN

1. Length of time the owner expects the vacancy to continue:

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2. Proposed rehabilitation or improvements, if any, to be made to the structure so as to make the structure suitable for its intended use and the time schedule for same:

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3. The details of the securing, monitoring and maintenance of the structure and premises.

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The vacant structure shall, at a minimum:

- (1) Have all doors and windows and other openings weathertight and secured against entry by the general public as well as animals. The vacant structure shall be secured using the conventional methods used in the original construction. Where securing the structure through conventional methods is not feasible or where the owner desires to board up the vacant structure, the owner or interested party must obtain a separate boarding-up permit from the City.
- (2) All roof and roof flashings shall be sound and tight such that no rain will penetrate the structure and must allow for appropriate drainage so as to prevent deterioration of the interior walls or other interior portions of the structure.
- (3) The structure must be maintained in good repair, be structurally sound and free from rubbish, garbage and other debris.

- (4) Supporting members of the structure shall be capable of bearing both live and dead loads and the foundation walls likewise shall be capable of supporting an appropriate load.
- (5) The exterior of the structure shall be free of loose or rotten materials as well as holes. Any exposed metal, wood or other surface shall be protected from the elements by appropriate weather coating materials (paint or similar treatment).
- (6) All balconies, canopies, signs, metal awnings, stairways, fire escapes or other overhanging extensions shall be in good repair and appropriately anchored. The exposed metal and wood surface of such overhanging extensions shall also be protected from the elements against rust or decay by appropriate application of paint or similar weather coating.
- (7) Any accessories or appurtenant structures, including, but not limited to, garages, sheds or other storage facilities, shall meet the standards set forth in this subsection.
- (8) Have a plan for winterization of the vacant property, if necessary.
- (9) Retaining walls, drainage systems, or other structures must be maintained in good repair and be structurally sound. Any existing fence shall be maintained in good repair with gates locked at all times.
- (10) Be in compliance with all applicable provisions of this article and all other applicable codes and ordinances of the City.

4. Any additional information:

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UPON A CHANGE IN OWNERSHIP OF THE VACANT STRUCTURE, THE NEW OWNER SHALL BE REQUIRED TO APPLY FOR A NEW VACANT STRUCTURE PERMIT IF THE STRUCTURE IS TO REMAIN VACANT FOR MORE THAN 60 DAYS AFTER THE CHANGE IN OWNERSHIP.

THE OWNER SHALL NOTIFY THE CITY IN WRITING OF ANY CHANGE TO THE ABOVE REQUIRED INFORMATION.

YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THE APPLICATION AND AGREE TO ITS TERMS AND THAT ALL THE ABOVE STATEMENT ARE TRUE TO THE BEST OF YOUR KNOWLEDGE.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Permit Expires: \_\_\_\_\_